



DEPARTMENT OF CORPORATIONS

JOB OPPORTUNITY

GRAY DAVIS, Governor

DEMETRIOS A. BOUTRIS, California Corporation Commissioner

MARIA CONTRERAS-SWEET, Agency Secretary

Release Date: January 16, 2003

****DUE TO THE CURRENT HIRING FREEZE, THIS JOB OPPORTUNITY IS ONLY AVAILABLE TO DOC EMPLOYEES CURRENTLY IN THIS CLASSIFICATION, OR EMPLOYEES WITH SURPLUS OR SROA STATUS****

CLASSIFICATION: ACCOUNTANT I (SPECIALIST)
Will consider ACCOUNTING TECHNICIAN
1 Position – Permanent/Full Time-Sacramento

FINAL FILING DATE: UNTIL FILLED

SALARY: \$2554 - \$3104 per month

POSITION LOCATION: OMB, Accounting Office, 1515 K Street, Sacramento

DUTIES AND RESPONSIBILITIES – Under the general supervision of the Accounting Officer (Supervisor), this position is responsible for the Accounts Receivable Desk. The duties include: audit and input into the department's Local Area Network database the Statement of Time and Charges; interact with departmental staff and licensees regarding discrepancies to ensure timely process of billings; review aged accounts receivables; generate and code billing invoices for input into CALSTARS, including first and second delinquency notices and posting revocation and surrenders; ensure all necessary accounts receivable collection efforts have been exhausted; perform accounts receivable write-offs in accordance with SAM, Board of Control and departmental rules; consult with and advise program staff on billing and revenue issues; timely and accurately process and release the department's payroll; review and process the Human Resources Office (HRO) authorization requests for salary advances and coordinate with HRO to collect any outstanding salary advances and/or overpayment from current and separated employees; and generate bi-monthly reports.

DESIRABLE QUALIFICATIONS

- ◆ Strong and varied accounting experience
- ◆ Ability to work independently with minimal supervision.
- ◆ Service oriented with strong interpersonal skills (able to work well with staff at all levels).
- ◆ Good attendance record.
- ◆ Willingness to work overtime.
- ◆ Ability to shift priorities and meet deadlines.
- ◆ Good communication skills.
- ◆ Experience and knowledge of CALSTARS.

WHO MAY APPLY – DOC EMPLOYEES WHO ARE CURRENTLY AT THE ACCOUNTANT I (SPECIALIST) OR ACCOUNTING TECHNICIAN LEVEL, THOSE WITHIN TRANSFER RANGE, OR INDIVIDUALS WITH LIST ELIGIBILITY WHO ARE REACHABLE (IN THE TOP THREE RANKS), AND EMPLOYEES WITH SURPLUS OR SROA STATUS IN THESE CLASSIFICATIONS, ARE ENCOURAGED TO APPLY. **APPOINTMENT IS SUBJECT TO SROA AND FREEZE EXEMPTION PROCEDURES.** For further technical information regarding the position, please contact Scott Hart at (916) 324-6624 or CALNET 8-454-6624. **PLEASE SEND A COMPLETED APPLICATION TO THE PERSON AND ADDRESS PROVIDED BELOW.** (Please include your social security number for eligibility verification and indicate **RPA#02-OMB0001** under the job title).

SUBMIT APPLICATION AND RESUME TO: Department of Corporations
Human Resources Office
Attention: Linda Tessmer (#02-OMB0001)
1515 K Street, Suite 200
Sacramento, CA 95814
(916) 324-6271 or CALNET 8-454-6271

RPA#02-OMB0001

AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.